

**CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE
REGULAR MEETING**

Thursday, November 12, 2020

Waterbury City Hall
235 Grand Street
Waterbury, CT 06702

Link to virtual meeting: <https://global.gotomeeting.com/join/470892741>
you can also dial in using your phone
United States: [+1 \(224\) 501-3412](tel:+12245013412)
Access Code: 470-892-741

This meeting was recorded.

The meeting was called to order by Ann Marie Heering, Chair at 1:15 p.m.

Members present in person: Ann Marie Heering, Dave Dietsch, Shawna Baron, Mary Huda, Lucy Hussman & Rochelle Lambert, Clerk

Member present virtually: Jennifer Gauthier, OPM Rep. & Tom DeNoto

Guests present virtually: Angel Johnstone & Martin Heft

PUBLIC COMMENTS

None.

SECRETARY'S REPORT

Shawna Baron made a motion to approve the minutes of the October 8, 2020 Special Meeting. The motion was seconded by Dave Dietsch. The motion passed.

TREASURY REPORT

The balance as of October 8, 2020 was \$4,032.00. With deposits of \$20.00 and disbursements of \$74.91, the balance as of November 12, 2020 is \$3,977.09. Dave Dietsch made a motion to accept the Treasury Report as presented. The motion was seconded by Mary Huda. The motion passed unanimously.

2020 CCMA RECERTIFICATIONS

CCMA I – 1 Recertification Applicant

AnnMarie Gradoia, denied due to incomplete application – missing Member Name, Signature & Date on Uniform Request for Recertification Credit for Walgreens Court Case seminar.

Lucy Hussman made a motion to deny the applicant listed above for CCMA I Recertification. The motion was seconded by Shawna Baron. The motion passed unanimously.

CCMA II – 3 recertification Applicants

Linda E. Bertaccini, approved
Sajida Farooqui, approved

Jennifer Gauthier made a motion to approve the 2 applicants listed above for CCMA II Recertification. The motion was seconded by Shawna Baron. The motion passed unanimously.

Kevin Coons, denied – missing 2nd page of application and needs to request approval for the Fred Pryor Seminar on How to be an Assertive Manager or Supervisor.

Dave Dietsch made a motion to deny the applicant listed above for CCMA II Recertification. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

Rochelle Lambert reported that we still have 7 possible recertification applicants but some applications are currently enroute.

OLD BUSINESS

a. It was noted that the document describing the function of the CCMA Committee still needs to be completed.

NEW BUSINESS

a. Legal Opinion – The following is the response the committee received from Assistant Attorney General Amor Rosario regarding our request for an informal legal opinion: **“We have considered the questions you presented – whether “annually” means the required assessor certification education program and related examination can *only* be offered once a year or whether they may be offered *more than* once a year. We have concluded that the requirement to conduct the certification program and examinations “annually” does not preclude conducting multiple course trainings and examinations..... Accordingly, it is our opinion that the Committee may conduct the certification programs and examinations *more than* once a year. In addition, we recommend that OPM consider amending the regulations and/or statute to make it absolutely clear that the Committee may conduct more than one certification program and examination per year.”**

b. Executive Order to waive requirement to offer the CCMA Courses at least once a year. Martin Heft reported that that following statement has been approved by OPM and has been sent to the Governors Office to be included in an executive order. **“Notwithstanding Connecticut General Statutes §12-40a and the Regulations of the Connecticut State Agencies §12-40a-5 to §12-40a-12, the requirement that the Certified Connecticut Municipal Assessor Committee offer a certification program annually shall be suspended for the duration of the public health and civil preparedness emergency.”**

c. Request for recertification hours – **Municipal Drone Programs** TABLED FOR CLARIFICATION
Helen Totz requested approval for recertification hours for the June 18, 2020 Connecticut Conference of Municipalities Webinar about “Municipal Drone Programs”. It was not clear whether the request was for 1, 2 or 3 credit hours and whether the “short quiz is worth 2 credit hours”. Rochelle Lambert will reach out to Helen Totz for clarification.

d. Request for recertification hours – **Residential Market Analysis and Highest & Best Use** APPROVED
Angel Johnstone requested approval for recertification hours for the Appraisal Institute course listed above in online and/or classroom format. Shawna Baron made a motion to approve this course for 15 credit hours which is comprised of 14 class hours and 1 hour for the exam. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

Tom DeNoto joined the meeting at 1:43 p.m.

e. Request for recertification hours – **Valuing Commercial Properties in a Decling Market** APPROVED
The Idaho State Tax Commission requested approval for recertification hours for the December 8-9, 2020 online/virtual course listed above. Dave Dietsch made a motion to approve this course for 12 credit hours. The motion was seconded by Jennifer Gauthier. The motion passed with Mary Huda recusing herself. This course is currently listed on the CAAO website.

f. Request for recertification hours – **VIN Decoding Trailer & Incomplete Truck Program** APPROVED
The New London Area Assessors Association requested approval for recertification hours for a December 2020 virtual workshop via ZOOM that will explain the VIN Decoding program for Trailers & Incomplete Trucks. Dave Dietsch made a motion to approve this workshop for 2 credit hours. The motion was seconded by Mary Huda and passed unanimously. Attendees must be video visible for the entire webinar and the host will monitor attendance.

g. Correspondence from Vincent Megale
Vincent had a question regarding taking an IAAO course. He asked if he completes all the Lessons and Lesson Exams and receives a Certificate of Attendance for 25 hours can he get recertification credit hours without taking the course exam. It was confirmed that the exam is not required and he can receive 25 credit hours with proof of attendance.

8. Election of Chairman and Secretary of CCMA Committee

The CCMA terms for Ann Marie Heering, Chair and Lucy Hussman, Secretary end on November 19, 2020. John Chaponis and Chandler Rose have been appointed to the CCMA Committee for the term November 20, 2020 to November 19, 2026. Jennifer Gauthier made a motion to elect Dave Dietsch as the new Chair of the CCMA Committee. The motion was seconded by Tom DeNoto. The motion passed unanimously. It was decided to wait until the next meeting to elect a new secretary.

OTHER BUSINESS

Transition to new CCMA Officers. Ann Marie Heering passed on all pertinent files to the new Chair and asked that she be removed from the CCMA Checkbook by Nov. 19, 2020. Shawna Baron will update the CCMA Committee List on the CAAO website and Jennifer Gauthier on the OPM website. Also, a new email address will need to be set up for the Chair. Lucy Hussman passed over notebooks that contain minutes going back to the early 2000's.

There is a lot of CCMA filing that needs to be done but due to the COVID 19 pandemic there is still no access to the files at OPM.

Both Tom DeNoto and Mary Huda brought up the necessity of developing the CCMA Courses so they can be offered virtually in 2021. The CAAO Education Committee and IT Committee are working on this process.

The next meeting is scheduled for Thursday, December 10 , 2020 at 10:00 a.m., location TBD.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,

Lucy Hussman